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ANNUAL REPORT

of the

JOHN DE LA HOWE SCHOOL

to the

GENERAL ASSEMBLY

of

SOUTH CAROLINA

1981-82

Printed Under the Direction of the
State Budget and Control Board

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September 15, 1982

Honorable Richard W. Riley
Governor
State of South Carolina
P.O. Box 11450
Columbia, South Carolina 29211

Dear Governor Riley:

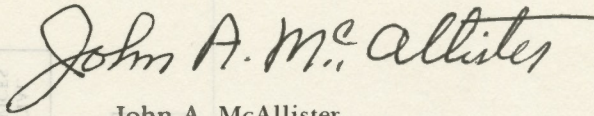
The Board of Trustees and administrative staff of John de la Howe School, as required by law, hereby submit to you and the General Assembly John de la Howe School's Annual Report for the 1981-82 fiscal year.

Continued emphasis has been placed, during this reporting period, on improving direct services to children and young people who are in placement at John de la Howe School. The following report describes the various components which make up the John de la Howe School program.

The members of the Board of Trustees have faithfully met and provided excellent leadership during 1981-82. On behalf of the Board, I would like to make you aware of the dedication of the John de la Howe School staff as they serve South Carolina's children, young people, and their families.

The Board of Trustees also expresses to you, the members of the General Assembly, and other elected officials its appreciation for your continued support of John de la Howe School.

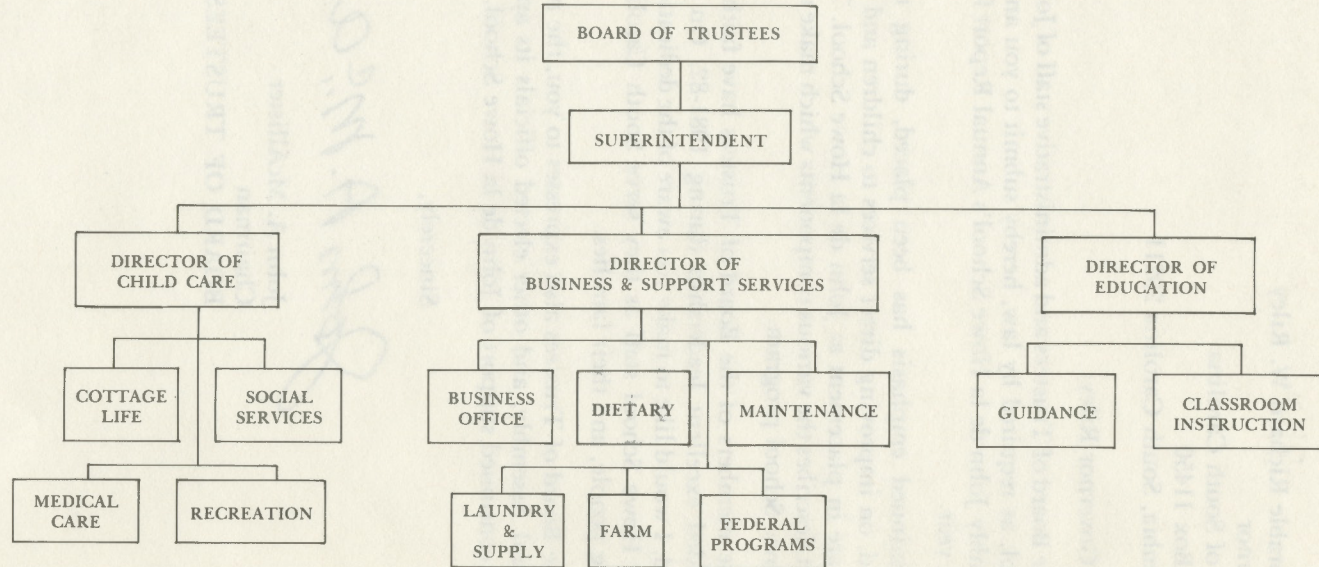
Sincerely,



John A. McAllister
Chairman
BOARD OF TRUSTEES

JOHN DE LA HOWE

(ORGANIZATIONAL CHART)



STATUTORY AUTHORITY FOR JOHN DE LA HOWE SCHOOL

(Section 59-49-10 through 59-49-150)

Code of Law 59-49-10. Establishment of John de la Howe School. There is hereby established under the provisions of this chapter an institution to be known as the John de la Howe School.

HISTORY: 1962 Code 22-501; 1952 Code 22-501; 1942 Code 5480; 1932 Code 5676; Civ. C. '22§ 2757; 1918 (30) 803; 1937 (40) 216. Code of Law 59-5-140. South Carolina Opportunity School, John de la Howe School and South Carolina School for the Deaf and Blind required to meet State standards prescribed by the S.C. Department of Education.

Code of Law 43-130. Documents Filed.

John de la Howe School shall meet standards prescribed by the State Department of Education in the Defined Minimum Program.

BOARD OF TRUSTEES

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Miss Anne C. Gibert	Columbia
Mrs. J.D. Mars	Abbeville

ADMINISTRATIVE STAFF

John C. Shiflet, Jr.	Superintendent and Treasurer
George H. Young, Jr. ..	Director of Business and Support Services
W.C. Metts.....	Director of Education
David F. Cole	Director of Child Care
J. Trent Cason	Supervisor of Cottage Life
Gregory R. Bullard	Supervisor of Social Services
Donald D. Satterfield	Supervisor of Activities
Ann H. Johnson, R.N.	Head Nurse

HISTORICAL STATEMENT

John de la Howe School is a group child care agency for school-age children and young people who need placement as a result of some individual, family or community problem. The School was established in 1797 according to the will of Dr. John de la Howe, a Frenchman, who settled near New Bordeaux with the French Huguenots in November 1764. The School, named Lethe Agricultural Seminary, was to care for and educate 12 poor boys and 12 poor girls of Abbeville County whose parents had resided at least six years in the County. Dr. de la Howe received his idea of a manual training school from the April 1787 issue of "The Columbia Magazine" published in London.

John de la Howe School is the oldest State institution in South Carolina and the second oldest in the Carolinas. It has been recognized as the oldest manual training foundation in America. It is located 8 miles northwest of McCormick on State Highway 81. De la Howe property consists of 1,476 acres of land—1,000 of which are to remain in forests. About 100 acres of forest surround the tomb of Dr. de la Howe, and this area has been named by the Society of American Foresters for their Natural Areas Program. The National Park Service has listed it as a Registered Natural Landmark. The School is listed in the "National Register of Historic Places."

Dr. de la Howe specified that the Agricultural Society of South Carolina carry out the provisions of his will. This was done with many problems being encountered over the years. Finally, in 1918, the State of South Carolina assumed control, and children were accepted for placement from all parts of the State. The School is now in McCormick County, which was formed in 1916 from parts of Abbeville, Greenwood and Edgefield Counties.

The School was originally located at the homesite of Dr. de la Howe. It was moved in the 1800's in the vicinity of the present campus entrance and, in 1918, to the present campus. At this time, a large stone building was begun to house offices, school, sleeping quarters, as well as kitchen and dining hall. This building was destroyed by fire in November 1937. The present administration building and nine cottages were constructed in 1938 and 1939. Since this time, many modern facilities have been added, including three cottages, a cafeteria, a school and activities building, and an infirmary.

Presently, children and young people are referred to John de la Howe School by public and private agencies and families, with over 150 receiving residential services each year. To meet the needs of those in placement, a structured program, supervised by caring, dedicated staff, has been designed.

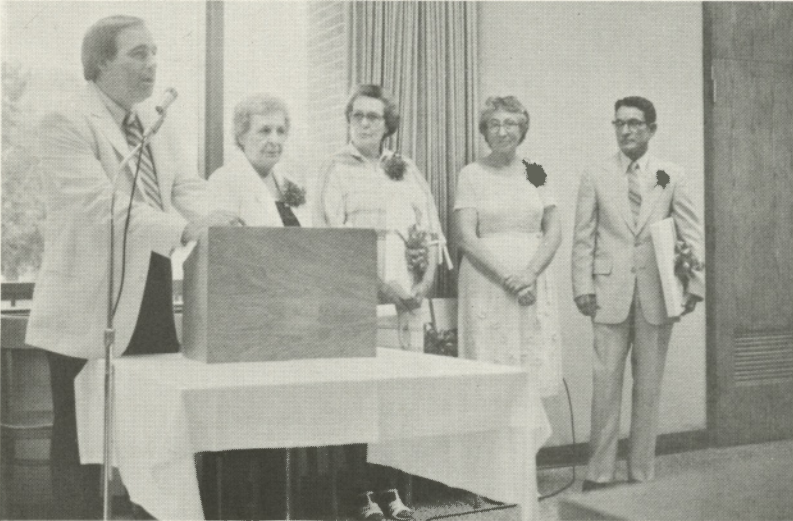
DEPARTMENT REPORTS

ADMINISTRATION

John C. Shiflet, Jr., Superintendent and Treasurer

The Board of Trustees elects the Superintendent and Treasurer who is responsible for selecting and supervising the staff, administering the policies of the Board, supervising the programs designed for meeting the various needs of the children in our care. He is also responsible for the efficient management of all school property and facilities. He has one full-time secretary. The Superintendent meets at least quarterly with the Board of Trustees.

The staff of John de la Howe School has recognized for some time the need in South Carolina for residential services for emotionally disturbed adolescents. The Superintendent spent much of this reporting period, along with John de la Howe School staff and staff from other State Agencies, developing a proposal whereby these services might be offered at John de la Howe School. The John de la Howe School Board of Trustees approved this concept at its April 1982 meeting. The General Assembly approved funds for this program in the 1982-83 Appropriation Bill. A more detailed discussion of this initiative will be presented in next year's report as implementation develops.



Superintendent Shiflet recognizes retiring employees (left to right) Holley W. Rouse, Maxine S. Russell, Beatrice D. Waters, and W.C. Metts

Another area of emphasis to the Superintendent during 1981-82 was the continued refinement of the Personal Responsibility Program (Level System). This program, designed to enhance the social development of John de la Howe School young people, was implemented last year and discussed in the 1980-81 report.

On behalf of the John de la Howe School Board of Trustees, the Superintendent would like to acknowledge the dedication of four outstanding employees who retired at the end of the fiscal year. Mrs. Maxine S. Russell served as home economics teacher for 40 years, Mr. W.C. Metts served as agriculture teacher for 6 years and as director of education for 10 years, Mrs. Holley W. Rouse as houseparent for 14½ years, and Mrs. Beatrice D. Waters as houseparent for 9 years. The entire John de la Howe School family will miss them and wishes for them a happy retirement.



Left to right: Mrs. Beatrice D. Waters, Mr. W.C. Metts, Mrs. Maxine S. Russell, and Mrs. Holley W. Rouse.

CHILD CARE SERVICES

DAVID F. COLE, DIRECTOR

The Department of Child Care Services has as its objective to ensure the optimum service delivery to the children who are in placement at John de la Howe School. The Department of Child Care Services consists of four service areas: Social Services, Cottage Life, Recreational and Health Services.

The importance of self-discipline is stressed to the children. Programmatically speaking, the mastering of responsible behavior leads to the opportunity for participating in a wider range of privileges. The monitoring of this is accomplished by the Privilege/Responsibility (PR) Program which consists of Levels I, II, III, IV, with Level IV being the most responsible level. Movement through the PR Program by a child is discussed in the cottage group.

Cottage groups serve as a major aspect of the total program. Supervised group meetings provide for a meaningful time of interchange between children. The learning to share about oneself in the "group" is an important step in learning to trust others and accept both positive and negative criticisms. The cohesiveness of the group generally determines the success of a cottage.

The Child Care Services Department also hosted a Department of Social Services Day at John de la Howe School. Representatives from all over the State and the central office in Columbia attended.

During the 1981-82 year, a proposal for a program serving eight to ten emotionally disturbed adolescent boys in 1982-83 was approved by the General Assembly. This new program will come under the Department of Child Care when implemented.

Much appreciation is deserved by those staff in the Department of Child Care who carry on the day-to-day teaching, loving, caring and meeting of the many other individual needs of the children at John de la Howe.

Cottage Life — J. Trent Cason, Supervisor —

The cottage life area provides direct care services to the children in placement. The children live in one of twelve cottages on campus. Nine of these cottages were constructed in 1938. Of these, three are two-story cottages, six are one-story cottages. Three of these cottages are equipped with kitchens where breakfast and supper are served.

The remaining cottages eat three meals a day at a central cafeteria. Lunch for the cooking cottages is also served in the cafeteria. Three additional cottages were constructed in 1971-72. These are single-story cottages with kitchens.

Of the cottage units, six are for males, four for females, one is a family cottage (which allows brother and sister siblings to live together), one cottage this year was used for young boys and older girls. This "mixed" grouping made progress throughout the year.

The direct care staff working in the cottages consists of twelve Youth Counselors (who each live in a cottage on a twenty-four hour a day basis) and six relief counselors who work in the cottages during the time the regular Youth Counselors are off duty.

These direct care counselors play a vital role in determining the success or failure of a child's placement. It is primarily through the guidance of the Youth Counselor that the children learn about responsibilities, cooperation, respect, trust and concern for other people. It is in the atmosphere of love and acceptance provided by the Youth Counselor that the child can succeed and reach his/her potential. The Youth Counselor's cooperation in working with other staff in a professional manner also provides the optimum chance for a child to succeed.



Young people participate in a cottage group meeting.

The Cottage Life Supervisor works directly with the Youth Counselors to provide the highest quality direct care services possible for each child. The Supervisor works with the Counselors to encourage the development of necessary skills through individual and group meetings. An in-service training program is provided for the Counselors. The Cottage Life Supervisor is also responsible for the day-to-day cottage operations and the overseeing of the group living situation to insure a positive, constructive, and success-oriented environment.

Social Services — Gregory R. Bullard, Supervisor—

Social Services is one of several departments under the Direction of Child Care which provides direct services to children. Social Services is primarily responsible for the process of admissions and placement, goal-directed counseling, family counseling, planning for home and holiday visits, career planning, referrals to other agencies, and preparation for Children's Foster Care Review Board hearings.

During the past year, we have attempted to keep better statistics. We feel that this is an important task in identifying our strengths, as well as weak areas. The following statistics are from the period of July 1, 1981 to June 30, 1982:

Number of Referrals Received	334	
Number of Applications Received	223	No. of Families ...211
Number of Exploratory Visits	149	
Number of Children Admitted	120	No. of Families ...106
Number of Applications Terminated by Inst.	35	No. of Families35
Number of Applications Withdrawn	16	No. of Families16
Number of Applications Withdrawn Fol. Exp.	8	No. of Families8
Number of Children Discharged	145	
Withdrawn by Parent/Guard. (Planned)	119	
Discharged for Disciplinary Reasons	14	
Left Without Permission (Unplanned)	9	
Students Who Graduated	3	

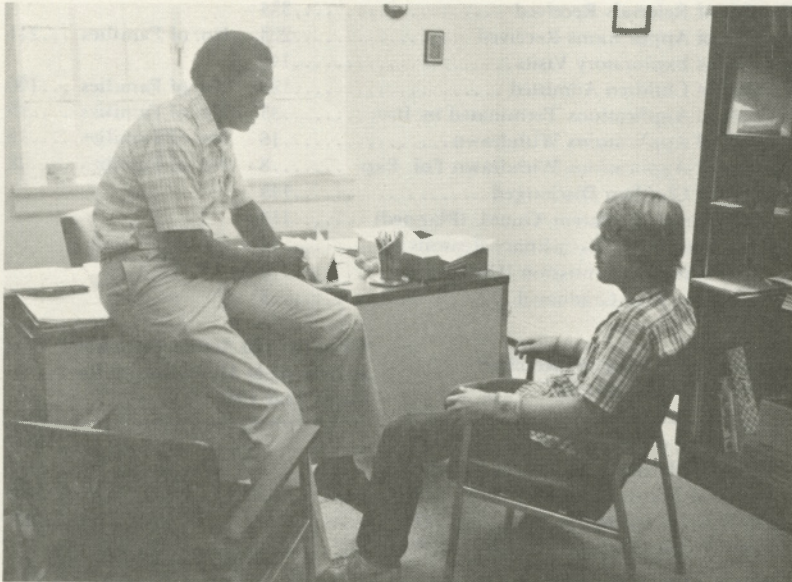
% of the 334 Referrals Received for Fiscal Year 1981/82	%s of the 120 Actual Placements at John de la Howe School for Fiscal Year 1981/82
Co. Depts. of Social Services 34%	41%
Private Referrals	13%
Depts. of Youth Services	35%
Other (schools, etc.)	9%
State Hospital/Mental Health 4%	2%

*The above figures are based on an average daily attendance for fiscal year 1981/82 of 148 students.

During the past year, we had only one staff change. Mrs. Holly Hutchins, our department's secretary, left to take care of her new son, Will. Mrs. Linda Kidd rejoined our staff as secretary after an absence of almost eight years.

We have had some very good opportunities for staff development during the past year. Mr. Bullard and Mr. Harrell were chosen to attend LEAA funded seminars at Dr. Karl Menninger's The Villages in Topeka, Kansas. Mr. Bullard attended the Special Issues in Group Home Foster Parenting Seminar in April, and Mr. Harrell attended the Guidelines to Discipline Seminar in June. Other workshops and seminars attended by various staff members this year included the Chapel Hill Workshops (sponsored by Group Child Care Consultant Services), a Seminar on Institutional Abuse of Children (sponsored by the South Carolina Department of Social Services), a seminar on Working More Effectively with Minorities (sponsored by the Upper Savannah Area Health Education Consortium), and a workshop on Anti-Social Difficult to Control Adolescents (sponsored by Psychological Associates).

Our chaplain/social worker is responsible for the spiritual needs of the campus (students, staff and their families), as well as social work in two cottages.



Social Worker Clarence Harrell counsels on an individual basis.

This past year was highlighted by several spiritually-enriching special events, in addition to daily spiritual counseling and normal Sunday morning Sunday School and worship services. A few days prior to Christmas break, the Chapel was beautifully lit by the warm glow of the first evening candlelight service in recent memory. Early in the New Year, the "Sure Thing" youth group hosted other area church youth groups for a youth conference which included the premier showing of the "Sure Thing's" seven-scene play, "Taking the Rap." In the spring, several "Sure Thing" members, as well as some other students, attended the annual "Son Festival," a national gathering of Christian campers at Myrtle Beach. A few students seeking a deeper Christian walk attended a concert given by Mr. Keith Green, nationally-known gospel singer and church-renewal leader. An informative visit to Columbia Bible College was also included in this trip to Columbia. In the fall, and again in the early summer, the exciting "Peterson Pipers" youth group was on campus for a week of singing, skits, crafts, and Bible study. Many of the students responded to God's calling during these intensely meaningful sessions.

Our chaplain was personally able to reap professional and spiritual benefit from several pastoral and social work seminars, including an outstanding seminar on "The Pastoral Blessing," held in the spring.

The chaplain's membership and chairing of the McCormick County Ministerial Association proved to be a source of year-long fellowship with fellow pastors from several denominations in the County.

Recreation — Donald D. Satterfield, Supervisor of Activities—

The recreation and activities program involves all students with a wide variety of activities planned for each age group. The primary goal is total involvement by all children placed in our care. Purposeful play gives the child a much needed diversion from his work and daily routines.

The activities supervisor and one assistant plan and implement the physical education program for all students in grades one through nine. In these classes, the fundamentals of most sports and games are taught. Classes meet daily with films being used to illustrate techniques. Much coordination and agility are achieved in this program. A field day is held each May with all students competing in track and field events. Awards are presented to winners in each event.

A recreation and activities program is planned, coordinated and supervised in the late afternoons and evening hours with emphasis placed on group activity. Stress is placed on team competition a variety of sports and games. Areas used include the gymnasium, activities center, swimming pool, tennis court, playground and softball field. Each day, the activities center is open for students to come and visit the canteen, play billiards, air hockey, fooseball, table tennis, and other table games. Games are also planned in the gymnasium at this time. Emphasis is placed on week-end recreation, as this is a time when all students are available.

We have a very successful basketball program, with our teams competing with neighboring schools and churches. Much enthusiasm and school spirit are generated through our basketball program.

Our school hosted its first annual invitational tournament at the end of the season with our boys winning first place.

An excellent Girl Scout and Cub Scout program is implemented with Erskine College Student Christian Association volunteers helping. Meetings are held weekly as well as numerous field trips and camping trips throughout the year. This year, we had 14 girls in the Girl Scouts and 20 boys in the Cub Scouts.

A summer swimming program, using our on-campus swimming pool, is utilized extensively. All students are encouraged to participate and all are taught swimming and diving skills. This summer, 87 % of the children on campus passed a rigorous swimming test.

Canoeing is participated in extensively by all students during the summer months in Little River, Long Cane Creek and the backwaters of Clark Hill Reservoir. Water safety is taught to all students. The school's Quailwood Park on Little River provides many opportunities for cookouts, picnics, camping and fishing. This summer, four groups have used the beautiful Parsons Mountain picnic area and lake. The groups enjoyed hiking, swimming, picnics and cookouts.

One special highlight of the summer is the visit of the Peterson's Pipers from the Peterson Presbyterian Church in Columbia, SC, who, along with their leader, Mrs. Virginia Stewart, provide an excellent day camp-vacation Bible School program. The program runs for one week and is called "Fun in the Son."

Many special events are planned throughout the year. They include Valentine parties, Easter egg hunts, Independence Day activities (including participation in the McCormick Gold Rush Days festival), and many Christmas parties, many of which are provided by local church and civic groups. Our children enjoyed four dances this year which were provided by local bands at no charge. The highlight was our annual "Sweetheart Dance." Our annual Halloween carnival is one special event in which staff and students share a very enjoyable and rewarding activity. Many off-campus events are planned regularly. Some of these events are: Movies, skating, plays, concerts, fairs, circus, horse shows and sporting events. Most of the events are provided free or at greatly reduced rates. Special programs of interest are brought to the campus throughout the year. Lander College and Erskine College frequently invite our students to attend events on their campus.

Our students were treated several times this year to cotton candy, snow cones and candy apples. We would like to express our appreciation to Mr. Ben Sligh from Greenwood, SC, for the use of his equipment.

Another event that was enjoyed by all students and staff was our annual "Family Day." Students and staff competed in many fun games and activities, such as swimming, track and field games and a picnic.

The Supervisor of Activities supervises a barber shop and personal grooming room. Three hair stylists from Greenwood, SC, come regularly to cut and style all children's hair.

Medical Care — Ann H. Johnson, R.N., Head Nurse —

The E.F. Gettys Infirmary, a sixteen-bed facility, provides twenty-four-hour-a-day, seven-day-a-week medical service. Two registered nurses share the responsibilities of this demanding schedule. Mrs. Ruth Thackston assumed the responsibilities of Mrs. Hutchinson, who retired last year.

The infirmary receives school telephone calls after office hours, on week-ends and holidays. Approximately 5,823 calls were recorded this year.

Medication and first-aid treatment are administered in the infirmary. During the three sick calls held each day, children made a total of 6,804 visits to the infirmary. One hundred children were

admitted to the infirmary due to illness for one or more days, with a total of 325 days of nursing care. Twenty children were given neutral environment with a total of 38 days confinement to the infirmary. Three hundred three medical services were rendered to staff members and fifteen immunizations were given to staff and students.

Physicians, dental and other health-related services not provided on campus are arranged by appointment in the community. The T.B. nurse with the McCormick County Department checked one child. MEGALS Family Practice Center in McCormick saw a total of 149 students, with Dr. Richardson seeing 137 and Dr. Gilbert seeing 12. MEGALS Dental Practice Center (Dr. Robert Sappington & Dr. John Howard) in McCormick saw 17 children with 68 follow-up visits. They gave the following treatments: 74 fillings, 10 extractions, 1 tooth capped, 2 temporary crowns, 3 flouride treatments, 2 bleach treatments, 2 root canals, 4 prophylactic treatments and 77 x-rays.

Ten children visited Beckman Mental Health Center, with 40 counseling sessions and Dr. Argardy checked 2 children with 3 follow-up visits.

EENT services were provided by Dr. E.W. Tucker, who had 15 eye exams, 13 of which received glasses, and 11 ear exams. He also provided 3 comprehensive hearing tests. EENT services were also provided by Dr. Richard H. Goodwin (checked one child with a severely injured eye and a yearly check on eye surgery for one child) and Dr. Richard Carter who re-checked a child who has a severe hearing problem. Dr. Jeff Rockwell, optometrist, McCormick, examined one child.

Dr. Phillip McClary, orthodontist, treated 4 children with 30 follow-up visits. Two other children had orthodontic work done in their home town. Dr. E.L. Petit, D.D.S., checked 2 children with 4 follow-up visits.

Dr. Suresh C. Soni, neurologist, examined one child with one follow-up visit. Dr. Travis Stevenson examined one child with a parotid tumor and also followed up on surgical procedures done at McLeod Regional Medical Center in Florence, SC. Dr. Arnold Mulkey, urologist, admitted one child to Self Memorial Hospital for six days, with kidney stones. The child had 3 follow-up visits at his office. Also, Dr. Roger Stevenson was called in for a study of this child from a genetic standpoint - the condition was determined to be congenital. Dr. Dennis Doud, dermatologist, saw one child. Western Carolina Orthopaedic Associates treated one child with one follow-

up visit. One child made a yearly follow-up visit to the S.C. Medical University Hospital for a heart condition.

Emergency care was provided through local hospitals. Seven children were treated at Self Memorial Hospital emergency room in Greenwood, SC. Two children were admitted to Self, with 6 days of care. Eighteen children were treated at Abbeville County Memorial Hospital emergency, with one admitted with 7 days of care.

Speech and hearing services are provided by Rosemary Chandler, M.A. CCC/SLP, Speech-Language Pathologist with St. Nicholas Speech and Hearing Center in Greenwood. Ms. Chandler visited John de la Howe School bi-monthly and did screening and speech therapy. After being seen by Ms. Chandler, St. Nicholas screened 72 students and did 17 comprehensive hearing tests at the Center in Greenwood with 2 follow-up visits. Fourteen children received speech therapy during the 1981-82 school year. Ms. Chandler also presented a Speech Improvement Program to grades 1-9 on April 27, 1982, in the individual classrooms.

EDUCATION

W.C. Metts, Director of Education

At the L.S. Brice School on campus, progress continues to be made since the ninth grade was included in the on-campus school. Failures and drop-outs continue to decrease. We had a first grade this year, so the first, second, and third grades were combined, with a total of ten served in these three grades.

The school staff consisted of seven academic teachers, a music teacher, an art teacher, a remedial math teacher, a remedial reading, a home-making teacher, a prevocational teacher, one half-time guidance counselor, three teacher aides, one secretary, one library assistant, and one custodian. The campus supervisor of activities is a certified physical education teacher and teaches the physical education classes and helps with the health and safety program.

Our curriculum is varied to meet the needs of individual students because many of our students have had trouble adjusting to the classroom environment in their previous schools. The guidance counselor works closely with these students to help them become oriented and adjusted to the classroom environment on campus.

The half-time guidance counselor's duties include supervising the testing program. In this capacity, he works closely with the classroom, remedial reading, and remedial math teachers to insure that each student received suitable instruction for his or her level of academic achievement. He worked with grades two through nine during the school day and grades ten through twelve in the afternoon. High school students were given vocational counseling and special help where needed. Several group counseling sessions were conducted during the school year. These sessions consisted of vocational counseling and testing, self-concept, accepting responsibility, substance abuse, and values clarification. The guidance counselor counseled with 105 students on campus and ten students attending McCormick High School. Because some students need more than one counseling session, the guidance counselor held a total of 200 individual counseling sessions.

With continued Federal funding by Title I, a remedial reading and a remedial math teacher were employed for the school year. The remedial reading teacher worked with a total of 35 students from grades four through nine who qualified to participate in the Title I reading program. Of these 35 students, 25 were in the remedial

reading program for the entire school year. Progress ranged from .2 months to a gain of 1.6 years. The remedial math teacher worked with a total of 47 students from grades four through nine who qualified to participate in the Title I remedial math program. Of these 47 students, 24 were in the remedial math program for the entire school year. Progress ranged from zero months to a gain of .2 to 1.6 years.

A regular music program was provided for grades one through six. Music was offered to grades seven through nine on the elective basis. Chorus was offered to grades six through nine on an elective basis. Several musical programs were presented to the student body and staff during the school year.

An arts and crafts program was provided for grades two through six on a regular basis and as an elective for grades seven through nine. Approximately 152 children participated in this program during the year, giving them the opportunity to be creative in painting, drawing, ceramics, collage, sculpture, macrame, and leather work.

Other opportunities are provided for students to develop responsibility, self-confidence, and good self-concept. These opportunities are offered in our prevocational courses and work programs. The prevocational program consists of general shop, homemaking, and agriculture. Work training is provided by the work programs on the farm, in the cafeteria, laundry, and campus clean-up program. The school principal is responsible for making work assignments and consulting with work supervisors concerning each student's performance.

The school library is staffed by a certified librarian who spends one-half time in the library and a library technical assistant who is full time. During the school year, the teacher-librarian or the library assistant keeps the library open from 7:45 a.m. until 5:00 p.m. During the summer months, the library is open from 8:30 a.m. until 5:00 p.m. under the supervision of the library assistant.

In the spring, Ms. Jane E. Gardner from the State Library came to help the library personnel in the art of story telling. The children and adults enjoyed her very much.

With a grant from Title IV, we were able to obtain a Starfinder Globe and charts. A world globe was obtained also.

In our library we have 4,787 volumes, 557 filmstrips, 416 recordings, and 400 cassettes. The library received 33 periodicals and five newspapers. The average circulation is 244 per month. There are

436 volumes in the reference collection. The library qualified again this year to participate in the State Library Book Collection Improvement Program for institutional libraries. In accordance with the rules set forth in the BCIP Grant, the amount of institutional funds were not reduced due to the receipt of said grant funds. The grant provides for the improvement of library services to the residents of the institution and supplies additional funds needed to expand and maintain the collection in good physical condition.

Besides the 152 students served by the L.S. Brice School on campus, we had 32 students served by the McCormick High School. We had only three seniors during this school year. Two of these seniors will enter technical school in the fall and one will enter the U.S. Army. Our high school students participated in many activities at McCormick High School.

BUSINESS AND SUPPORT SERVICES

George H. Young, Jr., Director of Business and Support Services

Composing the foundation of the Support Services division, the Business Department consists of a Director, federal coordinator, two accounting clerks, a payroll clerk and a secretary. The department is responsible for all the financial and personnel affairs, procurement and distribution of equipment and supplies of the agency. The department handles all the accounting and bookkeeping functions and works through the Comptroller General's, State Treasurer's and State Auditor's Offices to insure proper financial guidelines are followed. The department implements the rules and policies regarding the State Insurance Program, State Personnel Program, State Retirement and other employee benefits. The agency received monies from the State Appropriations, Federal funds - ESEA, LSCA, CETA and USDA and Duke Endowment. Children's funds received through Social Security, Veteran's Administration, families, individuals and charitable donations are accounted for separately. The Agency books are audited each year by the State Auditor's Office.

A brief financial statement of our operating account is in the back of this report. These are unaudited figures.

FEDERAL PROGRAMS — Alfredia Boyd, Coordinator —

Federal funds were received by the agency through Title I and Title IV, Part B, of the Elementary and Secondary Education Act, Office of the Governor, CETA Division and the United States Department of Agriculture. The Title I Grant totaled \$91,170. These funds provided compensatory educational programs to our most disadvantaged students in the form of a remedial reading program, a remedial math program and some social services. Project funds paid the full salaries of one remedial reading teacher, one remedial math teacher, three teacher aides, one social worker aide, one-half time of a coordinator and supplies.

The ESEA programs have been a valuable part of our total program in meeting the needs of our most disadvantaged students. Through the use of these funds, our most disadvantaged students have not only overcome many handicaps in reading and math but have shown great improvement in social adjustment and self-concept. The ESEA programs have been an important part of the total program at John de la Howe School.

The Title IV, Part B, grant was \$625, which was used to purchase library resource materials and instructional materials for the math, science and English departments.

Funds through the Comprehensive Employment and Training Act totaling \$46,987 were received from the Office of the Governor-CETA Division under Title IV, Governor's Special Statewide Youth Services Project. This Career Employment Experience Program has given thirty of our students the opportunity to learn varied skills which are used in careers or in everyday living. Presently, fifteen workers, ages 14 to 18, are enrolled in the program.

The Career Employment Experience Program is divided into two phases, job experience and career counseling. Through job experience, workers are exposed on a rotation basis to occupations such as farming, food preparation and management, maintenance of building and grounds, laundry services, nursing, clerical work, library science, and cottage counselor aide. Participants may work up to 10 hours per week during the school year and 25 hours per week during the summer months. Earnings are used for school expenses, clothes, personal items or for savings accounts. All participants in the program also receive counseling related to their worksites and personal career choice. They are exposed to these areas through the use of films, booklets and presentations by professionals working the field.

The Career Employment Experience Program should give students a wide sampling of the careers so that they may choose their life's work more intelligently.

PLANT MAINTENANCE, — John Myers, Supervisor —

The physical plant of John de la Howe School consists of over 40 buildings and is situated on 1,476 acres. John Myers was promoted to supervisor of maintenance to coordinate maintenance duties and personnel who include Harold McConnell, Tony McKee and Robert Edmunds. Because of our rural setting, the campus actually functions as a small community, which requires many varied services.

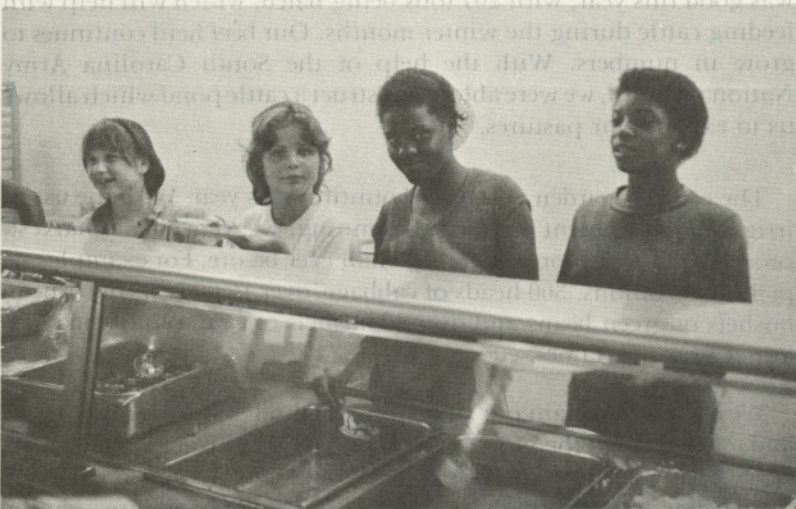
Primary responsibilities of this department are: (1) maintenance of campus waterlines and plumbing. In September 1981, the campus water line was tied into the McCormick County waterline and we discontinued our water treatment operation; (2) operation of a wastewater treatment plant; (3) maintenance of the campus electrical

system, which involves replacing damaged switches and receptacles, installation of new circuits, maintaining high voltage lines, etc., including our fire protection system; (4) painting and woodwork on all campus buildings; (5) maintaining furnaces in all campus buildings; and (6) general maintenance on buildings and equipment, as required.

DIETARY, — Mrs. Irene H. Torchia, Dietitian —

Our Dave L. Hayes Cafeteria is a modern building completed in January 1971. The large kitchen area has an office, girls' dressing room, food storage room, freezer and cooler, as well as the usual kitchen equipment of steam jackets, meat slicer, food chopper, potato peeler, stoves, ovens and ice cream machine. Meals are served three times daily, except on Sunday, when the evening meal of sandwiches, fruit and milk is sent to the cottages. Young people in our care learn to cook and serve meals, to care and clean equipment, as well as ordering food and planning menus.

The dietitian, assisted by Mrs. Myrtice Anthony, Mrs. Mary Alice Lomax, and Mrs. Lora Hagood, as well as the children, prepares the food and vegetables for cooking and serving. This year, we had a bountiful crop of vegetables from the campus garden. The cafeteria staff worked long hours getting the vegetables canned, frozen and preserved, which we will enjoy this winter.



Young ladies perform their duties in the cafeteria.

Six cottages are self-contained and prepare their own breakfast and supper meals. Cafeteria personnel prepare food orders for those cottages. Buying is handled by the dietitian.

Food is prepared for many special occasions also, including banquets, picnics, parties, that give the children an opportunity to learn to function in various types of social situations.

John de la Howe School participates in the National Lunch Program and Breakfast Program and receives commodities from the USDA. The dietary staff receives training in food services and is required to keep various records and reports. The most important aspect of the Dietary Program is teaching children the importance of providing balanced nutritional meals.

FARM OPERATION, — Ralph C. Moore, Farm Manager —

The year 1981-82 was our first full year in our new farming program. We feel our new emphasis on beef cattle and vegetable production is exceeding our expectations even though we have some changes yet to make in land usage and fencing.

The farm staff, with the help of our boys and girls, has completed the fencing of the larger permanent pastureland. Hay production was good this year, with 207 tons being baled, which will help with feeding cattle during the winter months. Our beef herd continues to grow in numbers. With the help of the South Carolina Army National Guard, we were able to construct a cattle pond which allows us to expand our pastures.

The campus garden was most bountiful this year. With the use of irrigation equipment and better planning, we were able to harvest, process and store more vegetables than ever before. For example, we picked 950 onions, 300 heads of cabbage, over 10,000 ears of corn, 56 bushels of green beans and over 50 bushels of peas, okra, tomatoes, butter beans, potatoes, etc.

We continue to train our students in methods of caring for animals and to teach them the proper way to plant a garden, grow and harvest vegetables, etc. The farm boys and girls and CETA boys and girls are responsible for the upkeep of the lawns, shrubbery and trees on the campus. The campus grounds, forest and pastures were well kept.

**LAUNDRY AND SUPPLY ROOM, — Mrs. Dorothy Hamrick,
Supervisor —**

With the help of the students and one adult, part-time staff member, the campus laundry operates four days each week. Boys' cottages send laundry twice each week, with girls' only once. Bed linen is sent once a week, while bedspreads are done once a month. The blankets are also done in the campus laundry.

The students are taught to operate the washers, pressers, etc. They also learn to fold clothing and bed linen and pack them in the proper baskets for delivery to each cottage, infirmery and cafeteria.

The supply room is open all day on Wednesday and other days after laundry hours. Supplies for all cottages, cafeteria and infirmery are issued by requisition from the houseparents, including shoes, clothing, etc. for the students. Inventory records are kept in the supply room files.

JOHN de la HOWE SCHOOL

FINANCIAL STATEMENT 1981-82

Operation Fund - 1981-82

I.	Administration	Personal Service	49,135
		Other Operating Expenses	809
II.	Child Care Services		
	A. Cottage Life	Personal Services	190,069
		Other Operating Expenses	8,384
	B. Social Services	Personal Services	88,695
		Other Operating Expenses	3,444
	C. Recreation	Personal Services	26,187
		Other Operating Expenses	1,718
	D. Medical Care	Personal Services	29,422
		Other Operating Expenses	15,500
III.	Education	Personal Services	277,440
		Other Operating Expenses	14,012
IV.	Business and Support Services		
	A. Business		
	Department	Personal Services	73,172
		Other Operating Expenses	2,038
	B. Farm Operations	Personal Services	30,876
		Other Operating Expenses	14,492
	C. Plant		
	Maintenance	Personal Services	62,336
		Other Operating Expenses	249,557
	D. Dietary	Personal Services	40,611
		Other Operating Expenses	96,710
	E. Laundry &		
	Supply Room	Personal Services	14,878
		Other Operating Expenses	8,212
V.	State Employer Contributions		160,368

TOTAL EXPENDITURES 1,458,065

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